



**TOWN OF NANTUCKET
REQUEST FOR LEGAL SERVICES**

Name: _____ Title: _____ Date: _____

Committee or Department: _____

With regard to your question, have you:

- | | | |
|--|---------------------------|--------------------------|
| ✓ Checked the Town regulations that pertain your department? | <input type="radio"/> Yes | <input type="radio"/> No |
| ✓ Called pertinent state agencies to obtain the answer? | <input type="radio"/> Yes | <input type="radio"/> No |
| ✓ Checked pertinent state statutes? | <input type="radio"/> Yes | <input type="radio"/> No |
| ✓ Consulted the directory kept by the Selectmen's office of all written legal opinions rendered by Town Counsel to date? | <input type="radio"/> Yes | <input type="radio"/> No |
| ✓ Talked to your counterpart in another community? | <input type="radio"/> Yes | <input type="radio"/> No |

DESCRIPTION OF REQUEST

Include such information as "request for legal opinion" or "relates to pending litigation." Is this a request from a committee or is it an individual committee member's concern? Is the request of high or low priority and why? Please attach all relevant documentation.

TIME FRAME : By what date is a response needed? Please explain.

Submit completed request form to the Town Administrator's office for processing.

Approved to forward to Town Counsel:

Town Administrator

Date

Your request for legal services was:

☐ Forwarded to Town Counsel on _____

☐ Disapproved on: _____
Reason: _____

Request reviewed by Town Counsel on: _____

Covered by retainer: ☐ Yes ☐ No

If not, approximate cost to handle request: \$ _____

Town Administrator

Date